

DEPARTMENT OF HEALTH SERVICES

714/744 P STREET

P.O. BOX 942732

SACRAMENTO, CA 94234-7320

(916) 654-8076

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BUSINESS SERVICES

MMCD All Plan Letter 00014

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CORPORATE COMPLIANCE

December 29, 2000

TO: Medi-Cal Managed Care Health Plans
Medi-Cal MIS Coordinators

SUBJECT: 2001 MANAGED CARE PLAN (MCP) MED/FAME CUT-OFF AND
PROCESSING SCHEDULE

This is to provide you with the Managed Care Plan (MCP) Medi-Cal Eligibility Database Systems/Fiscal Intermediary Access to Medi-Cal Eligibility (MEDS/FAME) Cut-Off and Processing Schedule for January 2001 through January 2002 and a "Managed Care Plan/FAME Responsibilities" document.

Medi-Cal managed care plan contractors must adhere to the enclosed cut-off dates and times. These cut-off dates and times are established by the Department of Health Services' (DHS), Information Technology Services Division (ITSD) and are critical to ensure timely processing. When applicable, it is imperative that all enrollments and disenrollments by any media (tape/diskette/hardcopy) be submitted on a weekly basis to DHS. Enrollments and disenrollments submitted near the cut-off dates increase the potential for data entry errors and delays during processing.

The enclosed schedule also lists the run date for the monthly MEDS/FAME Renewal processes and mail dates for miscellaneous tapes and listings (system generated reports).

If you have any questions regarding this matter, please contact your contract manager.



Roberto Martinez

Acting Chief

Medi-Cal Managed Care Division

Enclosures

**MANAGED CARE PLAN (MCP)/FAME CUTOFF/PROCESSING
SCHEDULE FOR 2001 - 2002**

PROCESS MONTH	MONTH OF ELIGIBILITY	MCP HARD COPY (MCP To MMCD by Noon) (MMCD to ITSD by 3:00 PM)	MCP Tape Input (MCP To ITSD by 3:00 P.M.)	MEDS RENEWAL (Monthly Process By 4:00 PM)	FAME RENEWAL	DISK & MESH FILE AVAILABLE (MESH no later than 5:00 PM) Disk for DMC/HCP MCP, COHS)	MISC TAPE MAILED DATES (For COB, COHS, HCP) Tapes by 5:00 PM Pick-up after 1:00	MCP REPORT MAIL DATE (Receipt within 3 Days)	RECON PROCESS	RECON DISK FILE Available (For DME/HCP & COHS)	RECON BIC FILE Sent
Dec-00	Jan-01	(Tue) 12/19/00	(Thu) 12/21/00	(Sat) 12/23/00	(Sun) 12/24/00	(Mon) 12/25/00	(Tue) 12/26/00	(Wed) 12/27/00			
Jan-01	Feb-01	(Fri) 01/19/01	(Mon) 01/22/01	(Wed) 01/24/01	(Thu) 01/25/01	(Fri) 01/26/01	(Fri) 01/26/01	(Mon) 01/29/01			
Feb-01	Mar-01	(Fri) 02/16/01	(Mon) 02/19/01	(Wed) 02/21/01	(Thu) 02/22/01	(Fri) 02/23/01	(Fri) 02/23/01	(Mon) 02/26/01			
Mar-01	Apr-01	(Mon) 03/19/01	(Thu) 03/22/01	(Sat) 03/24/01	(Sun) 03/25/01	(Mon) 03/26/01	(Mon) 03/26/01	(Tue) 03/27/01	(Sat) 03/03/01	(Sat) 03/03/01	(Mon) 03/05/01
Apr-01	May-01	(Wed) 04/18/01	(Thu) 04/19/01	(Mon) 04/23/01	(Tue) 04/24/01	(Wed) 04/25/01	(Wed) 04/25/01	(Thu) 04/26/01			
May-01	Jun-01	(Fri) 05/18/01	(Tue) 05/22/01	(Thu) 05/24/01	(Fri) 05/25/01	(Sat) 05/26/01	(Tue) 05/29/01	(Wed) 05/30/01			
Jun-01	Jul-01	(Mon) 06/18/01	(Thu) 06/21/01	(Sat) 06/23/01	(Sun) 06/24/01	(Mon) 06/25/01	(Mon) 06/25/01	(Tue) 06/26/01	(Sat) 06/02/01	(Sat) 06/02/01	(Mon) 06/04/01
Jul-01	Aug-01	(Thu) 07/19/01	(Fri) 07/20/01	(Tue) 07/24/01	(Wed) 07/25/01	(Thu) 07/26/01	(Thu) 07/26/01	(Fri) 07/27/01			
Aug-01	Sep-01	(Mon) 08/20/01	(Wed) 08/22/01	(Fri) 08/24/01	(Sat) 08/25/01	(Sun) 08/26/01	(Mon) 08/27/01	(Tue) 08/28/01			
Sep-01	Oct-01	(Wed) 09/19/01	(Fri) 09/21/01	(Mon) 09/24/01	(Tue) 09/25/01	(Wed) 09/26/01	(Wed) 09/26/01	(Thu) 09/27/01	(Sat) 09/01/01	(Sat) 09/01/01	(Mon) 09/03/01
Oct-01	Nov-01	(Fri) 10/19/01	(Mon) 10/22/01	(Wed) 10/24/01	(Thu) 10/25/01	(Fri) 10/26/01	(Fri) 10/26/01	(Mon) 10/29/01			
Nov-01	Dec-01	(Wed) 11/21/01	(Wed) 11/21/01	(Mon) 11/26/01	(Tue) 11/27/01	(Wed) 11/28/01	(Wed) 11/28/01	(Thu) 11/29/01			
Dec-01	Jan-02	(Mon) 12/17/01	(Thu) 12/20/01	(Sat) 12/22/01	(Sun) 12/23/01	(Mon) 12/24/01	(Mon) 12/24/01	(Wed) 12/26/01	(Sat) 12/01/01	(Sat) 12/01/01	(Mon) 12/03/01
Jan-02	Feb-02	(Fri) 01/18/02	(Tue) 01/22/02	(Thu) 01/24/02	(Fri) 01/25/02	(Sat) 01/26/02	(Mon) 01/29/02	(Tue) 01/29/02			

The above is the production schedule for MEDS. BIC transmit process is on a daily basis Mon - Sat., between the hours of 6:00pm - 12:00am. The exception would be during the following holidays. Additional BIC transmission will occur due to the MEDS Reconciliation schedule that falls during the weekend. Should you have any questions contact MEDS Control at (916) 324-0507

Plans must ensure that MMCD has a current address on file for receipt of Medi-Cal Extranet for State HealthCare (MESH) or Misc. tapes or hard copy reports. Should the address change, a letter from the Plan must be faxed or sent to their Contract Manager and a FAX copy to the SSU at (916) 654-7248.

State Holidays:

January 1, 2001 New Year's Day
 January 15, 2001 Martin Luther King
 February 12, 2001 Lincoln's Birthday
 February 19, 2001 Washington's Birthday
 May 28, 2001 Memorial Day
 July 4, 2001 Independence Day
 September 3, 2001 Labor Day
 October 8, 2001 Columbus Day
 November 12, 2001 Veterans Day
 November 22&23 Thanksgiving and Day After
 December 25, 2001 Christmas Day
 January 1, 2002 New Year's Day

LEGEND:

COB = Coordination of Benefits
 COHS = Co Organized Health System
 DMC = Dental Managed Care
 HCP = Health Care Provider
 ITSD = Info Technology Services Division
 MCP = Managed Care Plan
 MMCD = Medi-Cal Managed Care Division

Should there be a necessity to picking-up tapes, picked up must be only between the hours of 1:00pm - 4:30pm in Sacramento.

MANAGED CARE PLAN/FAME RESPONSIBILITIES

January 2001

All medical Medi-Cal Managed Care Plans (MCPs) will be responsible for keeping the California Department of Health Services (DHS), Medi-Cal Managed Care Division informed of any Plan changes as described below.

1. NOTIFICATION/REQUEST PROCESS

A. MCPs must notify the Medi-Cal Managed Care Division's Systems Support Unit (SSU) by fax (see next page for fax number) of any MCP/FAME changes prior to the 15th of any given month. This receipt deadline is in order to meet the Department's Information Technology System Division's (ITSD) processing timeline to have the change effective within 45-60 days. It is requested that MCPs send the original copy of their notification (which includes the original signature of person authorized to submit change) to their assigned Contract Manager. Examples of MCP/FAME changes for which notification must be given are, but not limited to: MCP/FAME MIS Coordinator name change, address and phone numbers changes, tape pick up or distribution changes, etc.

1. Please include the following MCP information in the faxed notification:

- Plan Name
- Plan Code(s) (Specify all 'Active' Plan Codes);
- Plan Mailing Address for Tapes, if applicable;
- FAME/MIS Contact (Name, Phone/Page/Fax Numbers and E-mail Address);
- FAME/MIS Backup Contact (Name, Phone/Page/Fax Numbers and E-mail Address);
- List of Name(s) or Person(s) Picking Up Tapes; and
- The nature of MCP/FAME change.

B. The Medi-Cal Extranet for State HealthCare (MESH) allows for the electronic transmission of eligibility information between MCPs other than County Organized Health Systems and DHS that previously was done via tape. To request access to the MESH, a MCP must submit, through their assigned Contract Manager, a formal written request and a completed MESH Request form. (Note: Please fax a copy of the request to SSU.) Once this request is received, it is then forwarded to Electronic Data Systems (EDS) who then incorporates the requested information into a separate contractual agreement with the MCP for this service.

1. Please include the following MCP information in the written request:

- Plan Name
- Plan Address (both mailing and billing)
- Primary Contact (Name, Phone/Page/Fax Numbers and E-mail Address)
- Technical/Backup Contact (Name, Phone/Fax Numbers and E-mail Address);
- Name and Title of person who will sign the MESH Contract (e.g., CEO, Executive Director, CIO, etc.)

2. Month end Eligibility files will be available to plans on the MESH by 5:00 p.m., the day after FAME renewal. MCPs are to wait until 5:00 p.m., and then, if your file is not available, please contact the following EDS staff in the sequence below. (Note: Please allow 30 minutes for a call back before moving on to the next contact):

- Monday – Friday 8-5
Sandi Ansman 916/636-1297 or Terri Collard 916/636-1296
- Evenings/Weekends
Gabriel Leal 916/636-1094 office 916/569-9904 pager
Jennifer Huynh 916 636-1137 office 916/569-9968 pager
Steve Finnigan 916/636-1951 office

Please note that daily files is now available on the MESH.

MANAGED CARE PLAN/FAME RESPONSIBILITIES
January 2001

C. Mailing Addresses:

Attn: Chief, Systems Support Unit
CA. Department of Health Services
MMCD/Systems Support Unit
714/744 P Street, Room 523
PO Box 942732
Sacramento, CA 94234-7320
916/654-7248 (FAX)

Attn: (Contract Manager)
CA Department of Health Services
MMCD/Program Management Branch
714/744 P Street, Room 1400
PO Box 942732
Sacramento, CA 94234-7320
916/657-0145 (FAX)

Attn: (Contract Manager)
CA Department of Health Services
Office of Long Term Care
1800 3rd Street, Room 205
PO Box 942732
Sacramento, CA 94234-7320
916/322-8619 (FAX)

2. **REPORTS/LISTINGS**

- A. Reports/Listings will be mailed as per the schedule (MCP Report Mail Date) via Golden State, unless other arrangements are made, for receipt 3 days after the specified mail date.

3. **TAPE PICK-UP AND DISTRIBUTION**

Currently, some entities receive tapes with miscellaneous information to assist in claims processing. Also, should the MESH be unavailable, the Department as a contingency will produce eligibility tapes. The following process must be followed by MCPs when obtaining tapes in person:

- A. Plans must have a designated person(s) on file with the Department before tapes will be released by ITSD. Please refer to Section 1.A. and C.
- B. Tapes will be made available for pick-up after **1:00 P.M.** on the specified date listed on the MEDS/FAME Cut-Off Processing Schedule, under the column labeled 'Misc Tape Mailed Dates'. You may telephone ITSD in advance to confirm you Plan tape(s) has arrived by calling 916/324-0507.
- C. Tapes *must* be picked up by **4:30 p.m.** or they will be mailed out by the following workday.
- D. Tape problems should be reported to the FAME Processing Technician. The MEDS Control Hot Line Phone Number can be used for any other problems related to MEDS.
- E. Should the MEDS/FAME Cut-Off Schedule fall on a weekend or holiday, you may contact the MCP or FAME Representative listed below for any questions: (Please allow 30 minutes for a response.)

Maggie Thomas, FAME Processing.....pager 916/819-3437
Dyhana Hamblin, MCP (MEDS) Processing.....pager 916/981-0654
MEDS Control Hot Line.....916/324-0507

- F. The tape pick-up is located at:

CA. Department of Health Services
Information Technology Services Division-Data Guidance Unit
700 North 10th Street, Room 202
Sacramento, CA 95814

MANAGED CARE PLAN/FAME RESPONSIBILITIES

January 2001

4. DHS SECURITY CHECK-IN

A. Please follow the steps below when you visit the Department of Health Services:

- Check-in at Security desk to obtain Visitor Badge.
- Notify the Security Guard that a package is to be picked up from the ITSD technician on the 2nd Floor, Room 202.
- If you are denied access without an escort, have the Security Guard call 916/324-0507, and someone will be made available to escort you to the 2nd Floor, Room 202.
- Unescorted, go to Room 202.
- Knock on door for entry.
- Identify yourself and inform the person that you are here to pick-up tape(s).
- Go to counter labeled 'FAME Tape Pick-Up'.
- A Tape Pick-up Log will be located on the counter. The representative must **print and sign** their name and indicate the time of pick-up on the Tape Pick-up Log for their specific plan(s). (NOTE: ITSD will complete the Pick-Up Date, Plan Name/Brief Description, and the Time the Tape was Made Available.)
- All tapes *must* be returned to ITSD within 30 days from the date of receipt and indicate the person to whom the tapes are to be returned, which is noted on the transmittal. *(To eliminate tape fees and unnecessary DHS staff time for monitoring outstanding tapes, it is essential that all tapes be returned promptly.)*
- Please return all DHS tape(s) to:

Attn: *(Noted on the Transmittal)*
CA. Department of Health Services
Information Technology Services Division-Data Guidance Unit
700 North 10th Street, Room 202
Sacramento, CA 95814